

## Nevada programs participate in Standards In Action and National Career Awareness Projects



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Nevada's Adult Basic Education programs are in the midst of participating in two important National Initiatives.

In 2010, Nevada was one of seven states chosen to participate in Standards in Action, a project designed to promote state-level institutionalization of adult education content standards and standards-based education reform. Instructors from the College of Southern Nevada and from Community Multicultural Center finished phase 1 in September.

"They worked together for nearly two years and created standards-based instructional resources designed to engage instructors and students with the most important ideas, questions and skills related to the Nevada's ESL Content Standards (<http://nvedu.org/contentstandards>)," said Project Leader Claudia Bianca. "These resources will be shared with all AEFLA-funded programs in Nevada."

Teachers who participated in phase 1 will now coach those who work on phase 2, scheduled to begin in January.

Nevada has also been selected to participate in the National Career Awareness project, an effort to increase and improve adult learners' career awareness and planning throughout all levels of the ESOL, ABE, and Adult Secondary Education spectrum by helping adult education program staff incorporate career awareness and planning into their instruction and counseling activities.

Instructors from Community Multicultural Center, Truckee Meadows Community College, and Western Nevada College have been exploring the career planning process using the [\*Integrating Career Awareness into the ABE/ESOL Classroom \(ICA\) curriculum\*](#). This is a ready-to-use, flexible curriculum that prepares adult educators to incorporate career awareness and planning into their instructional and counseling activities. The lessons and handouts can be adapted for a range of students and skill levels. "Our goal is to have 70 percent of the students who use the curriculum demonstrate increased knowledge, skills, and confidence related to career readiness," said Claudia.

The Clark County Library District's CALL program is also adding career pathways lessons to their current curriculum by incorporating ICA materials and teacher-developed lessons.

**"Teachers put a lot of time and effort into the SIA project," said Lyn Pizor. "Not only have they created relevant, useful resources, but the process has provided them an excellent professional development experience." Kudos to them all:**

- **CSN: Danelia Cervantes, Della Coronado, Fay Gamboa, Kathy Love, Judy Marks, Maria Ramos, and Pam Woicicki. Cynthia Pierrott, program director.**
- **CMC: Lucy Castro, Shirley Hurt, John Kunkle, Jeannette Castillo, and Toni Jackson. Lyn Pizor, program director.**

**58% of jobs in Nevada will require a career certificate or college degree by 2020.  
Just 28% of Nevada adults currently have an associate degree or higher.**

**—<http://goo.gl/BJioe>**

# Survey ties career practitioners to effective career choices

The National Career Development Association (NCDA) commissioned Harris Interactive to conduct the National Survey of Working America to assess the perceptions of today's workforce on the effectiveness of career counselors, the need for expanded workforce training opportunities, and the hardships implicit in selecting, changing, or getting a job in the current economic climate.

This phone survey was conducted from April 18 – May 2, 2011 with 1,000 adults 18 years of age or older. The sample represents a total population of 185.2 million adults (based on the U.S. Census current population reports) and was comprised of 49% males and 51% females. Some findings:

- Twenty-four percent of adults report that they have already visited a career practitioner; 86% of those found them to be helpful.
- Only 37% of respondents reported making a conscious choice when choosing a career while over half (56%) took the only job available; one that looked interesting at the time; or one based on the influence of parents, relatives, or friends.
- When people do seek information, they focus more on job search mechanics versus the career-planning process.
- Sixty-one percent would seek help from a counselor.
- Certain segments of the population (minorities, younger adults, and unemployed adults) who have historically faced greater challenges in gaining full employment continue to face obstacles and are more likely to report needing help, more training, etc.

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**The National Career Development Association ([www.ncda.org](http://www.ncda.org)) is dedicated to inspiring and empowering people to achieve their career and life goals. NCDA advocates for competencies and standards for career counselors and other career service providers.**

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**Career practitioners assist individuals by helping with career concerns such as making an initial career choice, linking career aspirations to training options, utilizing labor market information, supporting career transitions, and planning an effective job search.**

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The report concludes “These results reinforce the federal agenda related to developing career readiness, which includes learning how to make career decisions effectively, being aware of occupational and educational opportunities, and knowing how to gain access to such opportunities.” It suggests that school- and work-based settings are the key places to reach those that may benefit from career services and that employers and counselors should be more proactive in reaching employees who may need career planning assistance. An Executive Summary and video clip are available at <http://nvae.us/4i>.



**Join 1,  
get 2 free**

The Nevada Adult Educators organization has arranged for its members to receive memberships in MPAEA and in COABE at no additional charge.

That's right: Your \$35 NAE dues covers membership in all three organizations for the current year. A \$110 value for \$35!

This three-for-one offer expires December 31. You may renew your membership or join NAE at <http://nvae.us/3-for-1>. (Current 2011-2012 members automatically qualify.)

## Three wonderful new family literacy resources

1. The National Center for Family Literacy (NCFL) recently launched [www.wonderopolis.org](http://www.wonderopolis.org). The site provides clever resources for families, literacy programs, and teachers working with children. Each day users have an opportunity to learn about a new “wonder of the day” through engaging videos. The offerings are eclectic, e.g.: What is compound interest? How often should children exercise? Can you really cook an egg on a sidewalk? How long is the Appalachian Trail? Why do cats love catnip?
2. This fall, Wonderlic launched a new series of Professional Development webinars for adult education specialists. The webinars focus on best practices around testing, raising your GED passing rate, and Common Core Standards. The webinars filled to capacity in a short time. New dates will be added starting in January 2012. See <http://nvae.us/4k> for more information.
3. The 21st National Conference on Family Literacy will be held March 25-27 in San Diego. Info at [www.familit.org/conference/](http://www.familit.org/conference/).

**Email inbox:  
A to-do list to  
which anyone in  
the world can  
add an item.**

## Reverse the email spiral

**The problem:** Inbox overload is growing relentlessly because it generally takes longer to respond to an email than to create it. Why?



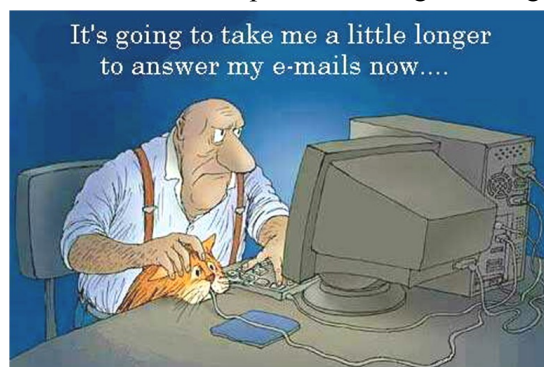
- Processing an email consists of much more than just reading. You need to scan your inbox, decide which messages to open, open them, read them, decide how to respond, then respond — which may well involve writing an email of similar length — then get back into the flow of your other work.
- Many emails contain open-ended questions that can't rapidly be responded to. "What's your opinion on all this?" "How should I move forward?" Easy to ask, hard to answer!
- Many emails are sent to multiple recipients. It takes no time to add another cc, but each additional recipient multiplies the total response time demanded.
- Many emails contain additional text that has been copied and pasted from other documents or a lengthy thread that is simply being re-forwarded.
- Many emails contain links to web pages or videos. It's easy to add a link — but it takes recipients' time to view it.

All this processing creates a deadly upward spiral. Email overload is something we are inadvertently doing to each other, so we can't solve the problem acting alone.

**The solution:** Change the ground rules! The Email Charter began as a [blog post](#) on [www.TED.com](http://www.TED.com) (the popular "ideas worth spreading" site). More than 45,000 people read the post; it generated hundreds of tweets, comments, and suggestions. The Charter reverses the underlying causes of the problem. Here are its 10 rules:

1. Respect recipients' time: As the message sender, the onus is on you to minimize the time your email will take to process.
2. Short or slow is not rude: Let's mutually agree to cut each other some slack.
3. Celebrate clarity: Start with a subject line that clearly labels the topic, and maybe includes a status category, e.g., [Info], [Action], [Low Priority], etc. Use crisp, muddle-free sentences. If the email has to be longer than five sentences, make sure the first provides the basic reason for writing. Avoid strange fonts and colors.
4. Quash open-ended questions: Email generosity requires simple, easy-to-answer questions. E.g., Can I help best by a) calling b) visiting or c) staying right out of it?
5. Slash surplus cc's: For every recipient you add, you are dramatically multiplying total response time.
6. Tighten the thread: Some emails depend for their meaning on context ... which means it's usually right to include the thread being responded to. But it's rare that a thread should extend to more than three emails. Before sending, cut what's not relevant. Or consider making a phone call instead.
7. Attack attachments: Don't use graphics files as logos or signatures that appear as attachments. Don't send text as an attachment when it could have been included in the body of the email.
8. Give these gifts: EOM and NNTR: If your email message can be expressed in half a dozen words, just put it in the subject line, followed by EOM (End of Message), so recipient doesn't have to open the message. Ending a note with NNTR (No Need To Respond) is a wonderful act of generosity.
9. Cut content-less responses: You don't need to reply to every email, especially not to those that are themselves clear responses. An email saying "Thanks for your note. I'm in." does not need you to reply "Great!"
10. Disconnect! If we all agreed to spend less time doing email, we'd all get less email! Consider calendaring half-days at work where you can't go online. Or commit to email-free weekends.

See [www.emailcharter.org](http://www.emailcharter.org) to sign the charter!



This professional development project is a leadership activity funded by a grant from the Nevada State Department of Education, Workforce Investment Act, Title II (Adult Education and Family Literacy). There is no discrimination or denial of participation on the basis of race, color, sex, age, religion or religious creed, national origin, sexual orientation, ancestry, or disability.

## CSN provides intensive PD for EL/Civics



In September, CSN began offering significant blended professional development on EL/Civics.

Led by veteran teachers, participants are studying the four content foundations (history, government, civic engagement, and naturalization). For each content area, the group meets, then participants independently complete online modules offered through [www.elcivicsonline.org](http://www.elcivicsonline.org). The group then meets again for a closing activity and discussion. The sessions run through January 23, with a wrap-up meeting scheduled for February 4.

Shown at left: Facilitators Traci Fenn, Elizabeth Lane, Jodi Ruback (ESL program coordinator), Kimberley Vescio Trueman, Jennifer Turski .

## MPAEA Call for Proposals and scholarship applications available now!

MPAEA's annual conference will be held April 11-14 in Helena, MT and will focus on implementing career pathways in adult education. Share your knowledge! Submit an application to present by January 31!

Scholarships to cover the conference fee are available to MPAEA members. Applications are due January 20.

